

Position Description

Labor Category/FLSA: Non-exempt

_____ Current or X Proposed Specific Description

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Approving

Official:

Name: Melissa Keller

Title: Human Resources Specialist

Signature: [Signature]

Position Title/Series/Grade: Supervisory Custodial Worker, WS-3566-1

REFERENCE: OPM/FWS Job Grading Standard for Supervisors, TS-66, dated 12/92

DETERMINATION OF TITLE AND SERIES This position is designed to supervise custodial workers requiring skills in janitorial and custodial work such as sweeping, scrubbing, and waxing floors; washing windows and walls; dusting and polishing furniture and fixtures; and emptying waste cans. Work is done by hand or with powered equipment. Therefore, the duties are appropriately classified to the WS-3566 series with the assigned title of "Supervisory Custodial Worker".

Final Title : Supervisory Custodial Worker, WG-3566

DETERMINATION OF GRADE: This position involves the supervision of employees engaged in trades and labor work and has a paramount requirement for experience in and knowledge of trades and labor work. Therefore, it meets the coverage of the Job Grading Standard for Supervisors.

Factor I. – Nature of supervisor responsibility.

The position, being the first level of supervision, carries out limited supervisory responsibilities over work operations and subordinates. This job is, therefore, credited as meeting Situation #1.

Factor II. – Scope of work operations supervised.

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Factor III. – Scope of work operations supervised.

Sub-factor A. Scope of Assigned Work Function and Organizational Authority (Level A-1 only). 30 points.

Scope of assigned work function and organizational authority equates to Level A-1. Incumbent has first level supervisory and decision authority over a single work function.

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Sub-factor B. Variety of Function. 25 points

Variety of function equates to Level B-1. Supervisor directs the work of subordinates in accomplishing an assigned function in one or more similar or related occupations at grades 1-7.

Sub-factor C.

Geographic Dispersion. 5 points.

Subordinate employees are located in a large Federal complex consisting of many multifloor buildings and support facilities.

Level A = 60 Total Points.

FINAL CLASSIFICATION: Applying the Situation #1 Grading Table, the combination of WG-01 as the level of work supervised and Level A as the scope of work operations converts to: Supervisory Custodial Worker, WS-3566-1

FLSA DETERMINATION: Non exempt

POSITION DESCRIPTION

SUPERVISORY CUSTODIAL WORKER, WS-3566-1

I. INTRODUCTION

This position is located in the Administrative Office, National Institute on Aging, Baltimore, Maryland. Work is performed at the Gerontology Research Center, which is comprised of approximately 220,000 gross square feet of laboratory, office, mechanical, animal and storage space, and rest rooms, stairwells and corridors.

II. MAJOR DUTIES

1. The employee supervises the daily work of up to seven custodial workers, WG-3566-1, who clean offices, laboratory space, conference rooms, rest rooms, corridors, stairways, and other areas, including sweeping of exterior areas and removal of snow from sidewalks. The employee performs the following duties:
 - Cleans offices and restrooms.
 - Removes carpet stains using lightweight carpet cleaning equipment.
 - Keeps restrooms in clean, orderly, and sanitary condition. Sweeps and mops floors. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls.
 - Cleans mirrors, sinks, and water fountains.
 - Cleanup of spills requiring judgment of what is safe or unsafe.
 - Plunges toilets as required.
 - Replaces light bulbs and reports problems such as water leaks, clogged drains and burnt out ballasts to supervisor.
 - Ploughs parking lot operating a pick-up truck with snow plough attached.
2. About 25 percent of the time, the employee performs the following supervisory duties: hires and trains employees; schedules and inspects work, making sure that work meets quality standards; approves leave and requests overtime for employees to respond to unforeseen situations such as snow or ice storms; and evaluates performance and responds to complaints or grievances, as appropriate. The employee orders and maintains a stock of cleaning materials, light bulbs and equipment needed to do the work. The employee solves routine problems related to custodial work and operations.

III. FACTOR STATEMENTS

A. Skills and Knowledge

The employee needs the knowledge, skills and abilities to hire and train employees in performing custodial services and to maintain adherence to safe working procedures to preclude unauthorized cleanup of spills that may involve biologic and hazardous materials such as chemicals in a laboratory. The employee exercises judgment in scheduling work and evaluating performance of custodial workers, WG-3566-1. The employee must be able train employees in safe operation of equipment and lifting of items weighing up to 30 pounds. The employee must be able to read and interpret policies and procedures relating to personnel, leave administration, safety and building evacuation. The employee must be able to operate a pickup truck that is equipped with a front-end plough.

B. Responsibility

The employee supervises and evaluate the work of custodial workers. The employee trains employees, and schedules and inspects recurring tasks and routine work. The employee ensures custodial work is performed safely. The employee is responsible for GRC custodial services and operations, and in this role, inspects work of subordinates. The employee works under general supervision. In addition, the employee performs work assignments that are repetitive. Some of the tasks such as stain removal to maintain carpet warranty and prolong use of the carpet and operation of snow blowers and snow plough require use of judgment.

C. Physical Demands

The employee performs tasks that require light physical effort, such as that involved in using vacuum cleaner and carpet cleaning equipment and dry mops; and a snow blower and truck equipped with a plough. The employee continually stands, bends, stoops, and reaches, frequently lifting and emptying wastebaskets. The employee occasionally lifts and carries items weighing up to about 30 pounds.

D. Working Conditions

The employee works indoors approximately 97 percent of the time and outdoors the balance of the time. Indoor areas normally have adequate heat, light and ventilation. The employee is exposed to dirt and disagreeable odors. The employee is exposed to cuts and bruises.